

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Sewage Series

SEWAGE LIFT STATION SUPERINTENDENT

1/03 (AM)

General Purpose

Under direction, supervise and coordinate sewage lift stations operation and maintenance.

Typical Duties

Plan, organize, direct and review sewage lift stations operations and projects such as installation, maintenance, repair and expansion of facilities and equipment. Involves: Confer with engineers and contractors regarding new construction and improvements to existing lift stations. Develop methods and sequence of operations to facilitate additions, deletions and modifications to the system. Oversee maintenance and repair of buildings, hydraulic pumps, valves, drive lines, pipe work, force mains, odor control units, sewage meters, automatic controls, electric switch gear, cathodic protection and related equipment as assigned.

Supervise assigned personnel. Involves: Schedule, assign, instruct, guide, check and evaluate work. Arrange for or engage in employee training and development which includes maintaining records of operator certification and training. Enforce personnel rules and regulations, standards of conduct, work attendance, safe working practices, health and cleanliness policies. Ensure adherence to applicable regulatory and departmental standards. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Perform related administrative and other duties as required. Involves: Respond to emergencies and determine remedial action. Perform any duties of subordinates or coworkers, if necessary, to maintain continuity of operations during temporary absences. Purchase diesel fuel, and maintain and monitor storage facilities. Prepare division budget and monitor expenditures. Maintain activity records and prepare status reports.

Knowledge, Abilities and Skills

- Considerable knowledge of City sewage systems maintenance, including lift station equipment.
- Considerable knowledge of pump and motor operation and repair.
- Considerable knowledge of federal and state sewage system operations rules and regulations.
- Considerable knowledge of chemicals and materials used in sewage systems occupational hazards and safety precautions.
- Good knowledge of supervisory techniques.
- Ability to impartially and firmly exercise supervisory authority.
- Ability to plan and assign work schedules.
- Ability to plan, develop and implement maintenance programs.
- Ability to establish and maintain effective working relationships with fellow employees, officials, and the public.
- Ability to maintain records and prepare reports.

Other Job Characteristics

- Frequent exposure to noxious fumes.
- Subject to recall during non-working hours.

Minimum Qualifications

Training and Experience: Equivalent to graduation from high school or GED and six (6) years experience in the operation and maintenance of pumps, motors and related equipment, including four (4) years at the Maintenance Mechanic II level.

Licenses and Certificates: Class "C" Wastewater Certificate of Competency or Class II Collection Certificate of Competency issued by TCEQ required by time of appointment. Class "B" Wastewater Certificate of Competency or Class III Collection Certificate of Competency required within one (1) year of appointment. Texas Class "C" Driver's

License or equivalent from another state.

Human Resources Director

Department Head

OFFICIAL